



**Minutes of the Meeting of the South Pasadena Tournament of
Roses Committee**

Meeting convened December 7th, 2021, 7:30pm

- Chairperson, Brant Dunlap called the meeting to order on December 7th, 2021 at 7:36pm.
- Pledge of Allegiance.
- **Roll Call:**
 - **Committee Members Present:**
 - Alan Vlachich
 - Bill Cullinane (NV)
 - Bill Glazier
 - Brant Dunlap
 - Chris Metcalf
 - Courtney Dunlap
 - Joss Rogers
 - Sandy Fielding
 - Steve Fillingham
 - Wende Lee
 - **Committee Members Absent:**
 - James Jontz
 - Janet Benjamin
 - John Vandercook
 - Larry Chiles
 - Leland Glauz
 - Lisa Henderson
 - Sara Cullinane (NV)
 - Sharon Mitchell (NV)
 - **Council Liaison Present:**
 - Evelyn Zneimer
 - **City Staff Liaison Present:**
 - Sheila Pautsch
- Public Comments: None
- Council Liaison Comments: Council Member Zneimer commented that she came by and helped decorate right around Thanksgiving. She worked with the Liquid Amber Pods and the Buffalo Grass. She had so much fun and can't wait to decorate some more.
- City Liaison Staff Comment: None



**Minutes of the Meeting of the South Pasadena Tournament of
Roses Committee**

Meeting convened December 7th, 2021, 7:30pm

- Comments from the Chair: Brant said we have some special things to celebrate tonight, today is Courtney's 30th Birthday and Sandy is officially retired! Now that Sandy has retired, Brant asked to move our monthly meetings back to 7pm which was their original time for many years, no one opposed. Brant then asked if we could cancel our January meeting because that is the night we bring our float back. No objections to skipping the January meeting. We acquired our song, big thanks to Chris Metcalf who really got the ball rolling. Our annual Chamber breakfast is on Friday 12/10 at 8am. Brant said the night prior needs to be a big clean up night, so the site looks nice. For post parade, TOR is asking for us to have ambassadors, Chris, Sandy & Paul, Sharron and possibly Janet will be there.
- Motion to approve the Minutes from November 7th by Wende Lee, Second by Chris Metcalf. All in favor.
- Approval of Treasurers Report: Sandy reported we have \$144,966 in our account. She did have to transfer another \$20,000 this month. The See's Candy fundraiser was \$760, Mail-in was \$4,055 and PayPal was \$2,050. Sandy mailed the check to pay off the \$8,000 to our tent company, but they moved and did not inform us so they never received it. Sandy is going to make the Tent Company pay the stop check fee because the bank charges us. Treasures report approved by Joss Rogers, 2nd Bill Glazier. All in favor.
- Souvenir Booth Report: Sandy is trying to get TOR to buy the pins at cost so then TOR helps us with cost; they are discussing it but not looking great. The Programs aren't here yet, (should be soon since Football teams have been announced). Sandy said City pins are selling already quickly so please buy yours now. We have lights up on the roof to help when its dark. This year we decreased the available colors of sweatshirts from 8 to 5, we have them in stock.
- Event & Site Report: Brant reported that the 4th port a potty was delivered. Sandy said we need to have a hand washing station. We used to tap into a water source but this year we can't. Brant will talk to James
- Design Report: Brant reported that Burbank has already sent out emails asking for design ideas for 2023, hopefully we will soon. Chris Metcalf commented that he will get James to do that soon.



Minutes of the Meeting of the South Pasadena Tournament of Roses Committee

Meeting convened December 7th, 2021, 7:30pm

- **Construction Report:** Joss reported that we had T2 last Saturday, only minor fixes. All hands are now on deck to help with Deco. Joss said that Media Credentials have changed, and he has been sending the emails over to Brant, so he wants to make sure that Bill gets those media updates. Joss also wanted to recognize the two Cal Poly Alumni we have had helping us. They really helped with hydraulics especially. They just missed decorating and we are honored they chose us to help. They taught us how to fix some old equipment, their energy has been amazing and infectious.
- **Decoration Report:** Chris Metcalf reported almost 1/3rd of pokey balls, pinecones and moss are done. Chris will do a push on social media for some pokey balls with the rain forecasted they should be all over.
 - Steve commented that he has been sharing the post on the South Pasadena Shares Facebook page. He got some kids that came by this week with their Ziplock bags and were so excited to see where they were going.
 - Brant thanked Kiwanis's again for cooking lunch for us this past Saturday. Alan extended the offer again, Steve suggested maybe on one of the tear down days.
- **Miscellaneous Fundraisers Report:** Wende reported we got another banner, we have gotten \$1,200 in banner sales, so hoping for next year to push for it so they are ready when the tent gets put up.
- **Direct Mail Report:** Wende reported we received about \$8,000 in donations so far, hoping to go over \$9,000 as we see a few more trickle in. Wende sent out about 3,000 letters. She will work on duplicates and checking for multiples to the same address. About \$100 seems to be the average mailed in. Brant shared a big "Congrats Wende!!"
 - Joss suggested we offer a monthly auto pay set up in the future.
- **Crunch Time Party Report:** Wende reported that our auction items are amazing! We only have about 20 seats left to sell. We have asked the PTA Presidents from each school to sell 5 tickets each. Gary Pia will be our MC. The City is supporting with 20 seats, Sheila has really been helping support us with Crunch. Alan hosted the gourmet meal that Susan Ziegler won for \$3,000. Alan and Lin had a bone in pork roast, opus wine, something that is special for the money they spent. They love to host it and look forward to doing it again in the future, a local family who opens their home to support our Float. Brian Ewing who submitted the original concept design will be attending.
 - Brant commented that Wende's energy is going to pay off this year, she is so focused and has put in a lot of time for this event. Laura Kieffer is also working very hard on the auction items.



**Minutes of the Meeting of the South Pasadena Tournament of
Roses Committee**

Meeting convened December 7th, 2021, 7:30pm

- Farmers Market Report: Wende reported it was fun, and we hopefully will be able to do it again next year. Wende has ideas to draw people in for next year if we are doing something to catch their eye, like prepping a dry item.
 - Joss suggested maybe we do a few after 4th of July and then again in October. Bill Glazier said having something for kids would be a good draw in. Joss and Buzz have begun working on this for post parade and will work on it for next year.
- Raffle Tickets Report: Alan reported the raffle is going great, everyone sold their portion of tickets. We have about 180 sold. Lin Vlacich, Wende, Sandy, Ernie Arnold, John Vandercook, Sally Kilby, Bill Cullinane, Brant, Janet, Sam Hernandez, and Sheila have all helped sell tickets. All of the council members bought tickets as well as our City Manager. It was so awesome to see the support with people's name from the city. Alan is hoping next year he can get 5 more people to help sell tickets.
- Parade & Game Tickets: Bill reported that we took our 4 free parade tickets, and they will be raffled off as a prize in the Raffle Ticket Auction. Bill did purchase for 4 game tickets. He can potentially ask for more they just have to be paid for.
- Publicity Report: Bill reported that he has been writing lots of articles for us. Bill is working on an article every week, and we have lots to talk about. Bill loved being there with Gayle Anderson and KTLA, it was a fun morning, Bill said that Chris Metcalf really made that happen. Bill will be at the Chamber Breakfast and will also be at the Chamber Meeting for the Raffle Drawing next week. Steven Lawrence just gave our SPTOR committee and add space for free valued at \$2700.
- Website Report: None
- Social Media Report: Chris reported that we really got a good repour with Gayle Anderson, she really highlighted us on Giving Tuesday. Such an amazing compliment. We did get some Paypal donations from that. We are hoping she comes back during Deco week.
 - Brant was asked to do a live broadcast with KFI AM Radio on Wednesday and he's hoping to do another live to help us push the design concept.
- Meeting adjourned at 8:50pm. The next meeting will be on Tuesday, February 1st, 2022 at 7:00pm.



**Minutes of the Meeting of the South Pasadena Tournament of
Roses Committee**

Meeting convened December 7th, 2021, 7:30pm

DocuSigned by:

Brant Dunlap

2/25/2022

Approved: _____

AA0C507A66D3462...

Date: _____

Committee Chairperson